

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M-60

Page 1 of 2

Agency

Mayor and Council of Brunswick

Division/Unit

Administrative Office

Item  
No.

Description

Retention

- |    |  |   |
|----|--|---|
| 1  | City Charter, Ordinances, Resolutions  | Permanently, periodically transfer to MSA                         |
| 2  | Minutes of Council meetings  | Permanently, transfer to MSA periodically for permanent retention |
| 3  | Policy, executive and legal correspondence   | "   |
| 4  | Plans of City facilities, commissioned reports and studies, maps and surveys   | "   |
| 5  | Tapes of meetings  | Retain for 3 years then destroy                                   |
| 6  | Property deeds, vehicle titles   | Retain until sold then destroy                                    |
| 7  | Grants records   | Retain for 5 years after grant closeout, then destroy             |
| 8  | Insurance policies, contracts for services   | Retain for 5 years after expiration, then destroy                 |
| 9  | Routine correspondence   | Retain for 5 years then destroy                                   |
| 10 | PLANNING AND ZONING RECORDS<br>Zoning Ordinance, Subdivision Ordinance, minutes of meetings, approved plats and plans, policy and legal correspondence | Permanent, transfer to MSA periodically for permanent retention   |
| 11 | Annual reports   | Retain for 10 years then destroy                                  |
| 12 | Routine correspondence   | Retain for 5 years then destroy                                   |
| 12 | PAYROLL AND PERSONNEL<br>Personnel files   | Retain for 2 years after death of employee then destroy           |

Schedule Approved by Department,  
Agency,  
or Division Representative.

Date

9/22/97

Signature

Typed Name Richard B. Weldon Jr.

Title City Administrator

Schedule Authorized by State Archivist

Date

OCT 15 1997

Signature

Edward C. Papenfuss

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

**Schedule No.** M-60

**Page** 2 **of** 2

**Agency**  
Mayor and Council of Brunswick

**Division/Unit**  
Administrative Office

Item No.	Description	Retention
13	Earnings registers	Retain for 20 years then destroy
14	W2 and 941 forms	Retain for 10 years then destroy
15	Cancelled payroll checks and time tickets	Retain for 5 years then destroy
16	UTILITY RECORDS Water & sewer correspondence, register of bills, bill payment stubs	Retain for 5 years then destroy
17	FINANCIAL RECORDS Audited financial reports, fiscal services report, general ledger, adopted budgets, tax roll	Permanent, transfer to MSA periodically for permanent retention
18	Bank statements, cancelled checks, deposit slips, check registers, copies of paid bills, all receipt stubs	Retain for 5 years after audit, then destroy
19	Trial balances, journal entry worksheets	Retain for 3 years after audit, then destroy
20	Monthly financial reports	Retain for 1 year after audit, then destroy

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>1</u> Of <u>6</u>	
<b>1. DEPARTMENT/AGENCY</b> Mayor and Council of Brunswick		<b>2. DIVISION</b> Administrative Office		<b>3. UNIT</b> 	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> City Charter, Ordinances, Resolutions				<b>5. EARLIEST YEAR / LATEST YEAR</b> 1890 TO present	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Legal basis for existence of City and for enforcement of its ordinances.					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>2</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>10. ANNUAL ACCUMULATION</b> <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____  <u>100 pages</u> Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Brunswick City Hall		<b>12. FILE BECOMES INACTIVE AFTER</b> _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>19. NAME AND TITLE OF PREPARER</b> Elizabeth Hedges, Accountant		<b>20. TELEPHONE NUMBER</b> 301-834-7500		<b>21. DATE</b> 9/22/97	

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>2</u> Of <u>6</u>	
<b>1. DEPARTMENT/AGENCY</b> Mayor & Council of Brunswick		<b>2. DIVISION</b> Administrative Office		<b>3. UNIT</b>	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Minutes of Council Meetings				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1901</u> TO <u>present</u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  To document all actions taken by the Council.					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number	
				<b>10. ANNUAL ACCUMULATION</b> <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____  <u>250 pages</u> Number	
<b>11. FILE IS USED</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Brunswick City Hall		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Permanent , periodically transfer to MSA			
<b>19. NAME AND TITLE OF PREPARER</b> Elizabeth Hedges, Accountant		<b>20. TELEPHONE NUMBER</b> 301-834-7500		<b>21. DATE</b> 9/22/97	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>3</u> Of <u>6</u>	
<b>1. DEPARTMENT/AGENCY</b> Mayor & Council of Brunswick		<b>2. DIVISION</b> Administrative Office		<b>3. UNIT</b>	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Policy, executive and legal correspondence				<b>5. EARLIEST YEAR / LATEST YEAR</b> 1985 <u>    </u> TO <u>present</u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p style="margin-top: 20px;">City policy statements, correspondence regarding lawsuits, and correspondence to or from the Mayor that is not routine in nature.</p>					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <div style="text-align: center;">2</div> <hr/> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <div style="display: flex; justify-content: space-between;"> <div>           _____            Number         </div> <div> <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)         </div> </div>			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Brunswick City Hall		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b>  Permanent, transfer to MSA periodically for permanent retention.			
<b>19. NAME AND TITLE OF PREPARER</b> Elizabeth Hedges, City Accountant		<b>20. TELEPHONE NUMBER</b> 301-834-7500		<b>21. DATE</b> 9/22/97	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>4</u> Of <u>6</u>	
<b>1. DEPARTMENT/AGENCY</b> Mayor & Council of Brunswick		<b>2. DIVISION</b> Administrative Office		<b>3. UNIT</b>	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Plans of City facilities, commissioned reports and studies, maps and surveys				<b>5. EARLIEST YEAR / LATEST YEAR</b> 1975 to present	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Construction plans for City buildings and infrastructure, reports on the infrastructure, Surveys of streets in the City					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>blueprints</u>		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <div style="text-align: center;">3 Number</div>	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>10. ANNUAL ACCUMULATION</b>  <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____  <div style="text-align: center;">1/2 Number</div>			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Brunswick City Hall		<b>12. FILE BECOMES INACTIVE AFTER</b>  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>19. NAME AND TITLE OF PREPARER</b> Elizabeth Hedges, City Accountant		<b>18. RECOMMENDED RETENTION</b>  Permanent, transfer to MSA periodically for permanent retention		<b>21. DATE</b> 9/22/97	
<b>20. TELEPHONE NUMBER</b> 301-834-7500					

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>5</u> Of <u>6</u>	
<b>1. DEPARTMENT/AGENCY</b> Mayor & Council of Brunswick		<b>2. DIVISION</b> Administrative Office		<b>3. UNIT</b>	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Zoning Ordinance, subdivision Ordinance, minutes of meetings, approved plats & plans, policy and legal correspondence.				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1980</u> to <u>present</u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)  Minutes of meetings of Planning Commision, Board of Appeals hearings, approved subdivision plats, Zoning Ordinance					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) <u>blueprints</u>		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>3</u> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Brunswick City Hall		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b>  Permanent, periodically transfer to MSA			
<b>19. NAME AND TITLE OF PREPARER</b> Elizabeth Hedges, City Accountant		<b>20. TELEPHONE NUMBER</b> 301-834-7500		<b>21. DATE</b> 9/22/97	

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>6</u> Of <u>6</u>	
<b>1. DEPARTMENT/AGENCY</b> Mayor & Council of Brunswick		<b>2. DIVISION</b> Administrative Office		<b>3. UNIT</b>	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Audited financial reports, fiscal services report, general ledgers, adopted budgets, tax rolls				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1909</u> TO <u>present</u> (not all complete)	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Financial records of the City and tax rolls					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>10</u> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____  <u>1/2</u> Number			
<b>12. FILE BECOMES INACTIVE AFTER</b> <u>20</u> Number		<input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Brunswick City Hall		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b>  Permanent, periodically transfer to MSA			
<b>19. NAME AND TITLE OF PREPARER</b> Elizabeth Hedges, City Accountant		<b>20. TELEPHONE NUMBER</b> 301-834-7500		<b>21. DATE</b> 9/22/97	